

## **Grade 4 Technician**

### **Summary**

As a grade 4 Technician you are likely to be:

- Contributing to an efficient and effective technical service for staff and/or students, providing assistance and guidance in laboratory procedures within the limits of your expertise
- Communicating with staff primarily within the team or department on laboratory issues, with occasional liaison with estates and on site external contractors
- Responsible for adhering to safe working practices in line with legislative and local (University & departmental) requirements and contributing to standard operating procedures and local rules
- Responsible for preparing specialist materials, compounds and/or solutions for use in a laboratory environment
- Responsible for setting up apparatus for use in a laboratory environment using various techniques as directed by senior technical staff or member of academic staff
- Supporting the general maintenance, testing and repair of basic equipment or apparatus in a laboratory under the direction of a more senior member of staff
- Assisting with planning and organising resources for the smooth running of the laboratory including ordering consumables
- Responsible for keeping meticulous records of research data
- Taking opportunities to apply working knowledge of theory and practice and ensuring continuous specialist development by acquiring relevant skills and competencies through participation in internal and external activities appropriate to your grade
- Responsible for ensuring that the provision of general laboratory services is maintained and that the laboratory is kept clean and tidy at all times.

### **General qualifications**

Good general education with a minimum of 2 A levels (to include a science subject), or relevant vocational qualification, equivalent level of knowledge or relevant experience. Some roles may have specific additional requirements.

## **Expectations of a Grade 4 Technician**

### **Communication**

Communicates with a range of individuals via email, phone and in person to provide assistance with routine enquiries. Contributes to written documents such as standard operating procedures and writing up results of experiments. When required can provide advice to colleagues and students on laboratory protocols and other associated policies and procedures.

### **Teamwork**

Works as an active and supportive team member. May be involved in assisting students with practical work

### **Service delivery**

Works as part of a team proactively contributing to the delivery of a front line service for staff, students and, where appropriate, external contacts. Provides guidance and information on routine requests.

### **Planning and organising**

Determines own work pattern and task order with supervision from a line manager

### **Initiative and problem solving**

Demonstrates the ability to solve routine problems confidently, applying initiative, creativity and judgement using reasoning to break down issues into component parts and evaluate the different options

### **Analysis and research**

Gathers information from standard sources and analyses routine research data using predetermined procedures. Works accurately to complete tasks as specified.

### **Sensory and physical demands**

Carries out experiments requiring concentration and / or co ordination

### **Work environment**

Understands how the work environment could impact on their own work or that of a colleague and ensures appropriate health and safety measures are taken to maintain a safe working environment

### **Team development**

May be required to advise or guide new starters or students working in the laboratory on standard procedures and practices.